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A USEFUL FACTORY INSPECTION FORM.

By C.-E. A. WINSLOW, Professor of Public Health, Yale School of Medicine; Senior Sanitarian (R), United States Public Health Service; and LEONARD GREENBURG, Assistant Sanitary Engineer (R), United States Public Health Service.

In the course of studies conducted in certain munition plants during the war, the blank form printed herewith proved so useful that it seems worth while to present it for the consideration of other workers engaged in this field.

The form was printed on a fairly heavy card, 8½ by 11 inches, with rounded corners and punched at the top for inclusion in a loose-leaf cover.

A single card was filled out for each workroom studied, and the items indicated on the form are in large measure self-explanatory.

Under No. 1 on the front of the card we have data as to the type of building, the floor occupied by the particular workroom to which the card refers, and the dimensions of the workroom.

Heading No. 2 includes space for general impressions as to the facilities for natural ventilation and the provision of deflectors to avoid draft, two lines for a description of any artificial system of ventilation in force, and special columns for dry and wet bulb readings at five points.

The illumination heading, No. 3, is supposed to give us the ratio of window to floor space and the maximum distance from the windows as well as the type of windows, and under artificial illumination the type and number of lighting fixtures with general impressions as to shadow or glare.

No. 4, on general conditions, is filled out to indicate the nature of the provisions for fire protection and workroom sanitation, with the ratio of toilet facilities to shop personnel. The general sanitary conditions in regard to cuspidor service, refuse cans, floor cleanliness, etc., were graded in five groups (numbered 5, 4, 3, 2, and 1, for Excellent, Good, Fair, Poor, and Bad).

Under headings 5–11 we noted the special hazards of accidents, fumes and gases, dust, poisons, exposure to heat or cold, or excessive noise for each workroom.

The back of the card was devoted to a rough job analysis. A single line was devoted to each fundamental process carried out in the workroom; and we entered after each process the raw material, the finished product, and the type of employee. In many cases there may be several types of employees involved in carrying out a single process. When this card was filled out there would be, therefore, a separate line for each type of employee employed in each particular process, and in the spaces to the right were set down the corresponding figures for male and female, skilled and unskilled workers on the day and night shift, method of payment, the conditions in regard to seats and backs, the extent to which male workers could be replaced by female workers (of vital interest when the survey was made), the special hazards involved in the employment, and the rest and exercise periods. In the column headed hazards it was our practice to set down the number of the particular types of hazard from 5–11 as listed on the front of the card, so that it was possible to see which types of employee and which processes were involved in each hazard which existed in the workroom.

No. .....

UNITED STATES PUBLIC HEALTH SERVICE
FIELD INVESTIGATIONS

1. CITY ESTABLISHMENT. DATE
Type of building Shop Location
Size
Crowded

2. VENTILATION—Natural Ample Deflectors
Artificial

Temperature....	....	....	....	....	....
Dry............	....	....	....	....	....
Wet............	....	....	....	....	....
Hum............	....	....	....	....	....

Remarks:

3. ILLUMINATION—Natural General Impression Max. Distance from window
Window space Ratio to floor space
Type of window Condition
Artificial—Type and No.

Shadows or glare General Impression

4. GENERAL CONDITIONS—Refuse cans Cuspidor Service Sweeping Service
Fire protection
Fire Escapes
Coat Rooms
Washing facilities
Eating Facilities
Toilet Facilities—Type and No. Light Ventilation Cond. Ample
Male
Female
Drinking water

5. SAFETY HAZARDS

6. FUMES and GASES

7. DUST

8. SPECIFIC POISONS

9. EXPOSURE TO HEAT OR COLD

10. FATIGUE

11. EXCESSIVE NOISE

[Front of inspection card.]

12. EMPLOYEES.				DAY SHIFT.				NIGHT SHIFT.				Method of Payment.	Seats and Backs.	Replaceable by Females.	Hazards.	Rest Period.	Exercise Period.
				Skilled.		Unskilled.		Skilled.		Unskilled.							
Process.	Raw Material.	Fin. Product.	Employee.	M.	F.	M.	F.	M.	F.	M.	F.						
			Totals									Employees at Full Prod'n				Color	

ABSENTEEISM AND LABOR TURNOVER

REMARKS:

[Back of inspection card.]

DEATHS DURING WEEK ENDED DEC. 24, 1921.

Summary of information received by telegraph from industrial insurance companies for week ended Dec. 24, 1921, and corresponding week, 1920. (From the Weekly Health Index, Dec. 27, 1921, issued by the Bureau of the Census, Department of Commerce.)

	Week ended Dec. 24, 1921.	Corresponding week, 1920.
Policies in force	48, 535, 904	44, 967, 277
Number of death claims	8, 203	7, 958
Death claims per 1,000 policies in force, annual rate	8. 8	9. 2